EDITED KSA LISTING

CLASS: Accountant I (Supervisor)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	General knowledge of Generally Accepted Accounting Principles (GAAP), State Administrative Manual (SAM), Financial Information Memos (FIM), Departmental Operations Manual (DOM), Administrative Bulletins, California State Accounting Records System (CALSTARS), and other financial record keeping practices to ensure compliance with these rules and regulations; review staff work, documents, and reports; conduct audits; perform accounting functions; and communicate with vendors, SCO, and departmental staff.
K2.	General knowledge of office methods, procedures, and equipment to make calculations, enter data, create reports, and communicate with vendors, State Controllers' Office (SCO), and departmental staff.
K3.	General knowledge of effective supervision principles to review subordinates' work and workload, assign tasks, train and evaluate staff, and prepare probationary and annual evaluations.
K4.	General knowledge of the department's EEO objectives to ensure compliance with departmental policies, ensure a fair and equitable division of duties, ensure equal treatment, and provide equal access to promotional opportunities.
K5.	General knowledge of a supervisor's role in the EEO program and the processes available to meet EEO objectives to ensure compliance with departmental policies, ensure a fair and equitable division of duties, ensure equal treatment, and provide equal access to promotional opportunities.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability

	Skill to:
S1.	Skill to direct others in the performance of financial record keeping and general clerical work, to train and evaluate staff, meet deadlines, ensure compliance with rules and regulations, and ensure staff assignments are completed.
S2.	Skill to communicate effectively with vendors, departmental staff, inmates and their families, the public, and outside agencies to resolve problems and gather and share information.
S3.	Skill to analyze data to conduct reviews and audits, discover and resolve problems, and make recommendations.
S4.	Skill to prepare correspondence to effectively document and communicate decisions, information, and recommendations.
S5.	Skill to contribute to the departments' Equal Employment Opportunities (EEO) objectives to ensure compliance with departmental policies, ensure a fair and equitable division of duties, ensure equal treatment, and provide equal access to promotional opportunities.
S6.	Skill to apply rules, regulations, and procedures using SAM, FIM, DOM, Administrative Bulletins, and CALSTARS to ensure compliance with these rules, regulations, and procedures; review staff work, documents, and reports; conduct audits; perform accounting functions; and communicate with vendors, SCO, and departmental staff.
S7.	**Skill to use mathematical calculations such as addition, subtraction, multiplication, division, and percentages to post ledgers, worksheets/spreadsheets, and discounts/discounts lost, etc., verify invoices and account balances, etc., verify your own and others' work, perform 10-key calculations, and use Microsoft Excel and other computer spreadsheets.**

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#	Knowledge, Skill, Ability

	Special Personal Characteristics:
SPC1.	**Honesty/integrity to be trusted with departmental assets.**
SPC2.	**Tact to build and maintain effective working relationships with others.**
SPC3.	**Take responsibility/initiative to discover and resolve problems, and take appropriate actions.**
SPC4.	**Dependability to complete assigned work.**

Bold text-indicates not on Classification Spec.